

**CONCURRENT BROKER APPLICATION**  
Fee \$140.00

**APPLICATION FEES ARE NOT REFUNDABLE.**

- | 1. Legal Name | First | Middle | Last | Generation<br>(SR, JR, III) |
|---------------|-------|--------|------|-----------------------------|
|---------------|-------|--------|------|-----------------------------|

3. Social Security Number \* 

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4. Home Street Address (no PO Box) \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_

5. Mailing Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_

6. Telephone & Facsimile Numbers      ( ) -  
Telephone                                  Facsimile                                  Beeper/Cellular

7. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

- 8.A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a **misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury** within the past five years there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	0225	LICENSE NUMBER	ISSUE DATE
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- 8.B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the felony conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

☞ See page 3 of this application for information on how to obtain the required police and court records.

9. Have you ever violated the fair housing laws of any jurisdiction?

No ☐

Yes ☐ If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.

10. List all active Virginia Real Estate Broker licenses that you currently hold.

Broker License Number	Associate (AB) or Principal (PB)	Firm Name & Trade Name	Firm License Number
	AB <input type="checkbox"/> * PB <input type="checkbox"/>		
	AB <input type="checkbox"/> * PB <input type="checkbox"/>		

\*You must attach a completed CONCURRENT BROKER ACKNOWLEDGMENT FORM (included with this application package) for each *Associate Broker License* listed above.

**QUESTIONS #12 THROUGH #17 REFER TO THE NEW FIRM OR SOLE PROPRIETORSHIP WITH WHOM YOU WILL BE AFFILIATED.**

11. Firm/Sole Proprietorship Name \_\_\_\_\_
12. Trade Name \_\_\_\_\_
13. Firm/Sole Proprietorship Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
14. Firm/Sole Proprietorship Telephone & Facsimile Numbers ( ) - ( ) -  
Telephone Facsimile
15. Firm/Sole Proprietorship's Principal Broker \_\_\_\_\_
16. Principal Broker's (10-digit) Virginia Real Estate License Number 0225 - \_\_\_\_\_
17. Is the real estate firm listed in #12 a **new** business?

Yes ☐ If yes, **and the firm is not a broker-owned sole proprietorship**, the firm must also submit a completed **REAL ESTATE FIRM LICENSE APPLICATION** (accompanied by the \$270 application fee) prior to the Board issuing your broker license. Skip to #19.

No ☐ If no, *and you are applying as the new principal broker*, the firm must also submit a completed **CHANGE OF PRINCIPAL BROKER APPLICATION** prior to the Board issuing your broker license.

18. Firm's (10-digit) Virginia Real Estate License Number 0226 - \_\_\_\_\_ (not required for sole proprietors)

☞ If you are applying as a Sole Proprietor trading under a **fictitious** name, you must attach a copy of the certificate filed with the Clerk of the Court in the locality where you will be conducting business.

19. What type of license are you requesting? (Select **only one**)

Associate Broker ☐

Principal Broker ☐

Sole Proprietorship ☐

☐

☐ If checked, skip to #21.

☐ If checked, skip to #21.

20. Broker's Statement (must be completed by either the principal or supervising broker with signatory authority who will be responsible for the applicant's real estate activities)

I, \_\_\_\_\_, \_\_\_\_\_ authorize \_\_\_\_\_  
Print Name of Principal or Supervising Broker VA (10-digit) Real Estate License No. of Principal or Supervising Broker Applicant's Name

to apply for a license as a real estate associate broker with the real estate firm listed in #11, and I hereby assume responsibility for the licensee pursuant to Title 54.1, Chapter 21, of the *Code of Virginia* and the *Real Estate Board Regulations*.

\_\_\_\_\_  
Signature of Broker

**APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.**

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

21. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.**

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

**Instructions on Obtaining Court and Criminal History Records**

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Board, which requires an additional two to three months of processing and review time.



Real Estate Board  
CONCURRENT BROKER ACKNOWLEDGMENT FORM

To be completed by the principal broker of each real estate firm in which the applicant currently serves as an ASSOCIATE BROKER. This form is not required from firms in which the applicant currently serves as a PRINCIPAL BROKER.

1. Assoc. Broker's Legal Name \_\_\_\_\_  
First Middle Last Generation  
(SR, JR, III)
2. Associate Broker's **(10-digit)** Virginia Real Estate License No. \_\_\_\_\_ (with the firm listed in #3)
3. Current Firm Name \_\_\_\_\_
4. Trade Name \_\_\_\_\_
5. Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
6. Telephone & Facsimile Numbers \_\_\_\_\_  
Telephone Facsimile
7. Firm's **(10-digit)** Virginia Real Estate License Number \_\_\_\_\_ (not required for sole proprietors)
8. Firm's Principal Broker \_\_\_\_\_  
First Middle Last Generation  
(SR, JR, III)
9. Principal Broker's **(10-digit)** Virginia Real Estate License Number \_\_\_\_\_
10. Principal Broker's Statement

I, the above-named firm's Principal Broker, hereby acknowledge that I have received written notification of \_\_\_\_\_ application for concurrent licensure and affiliation as a

\_\_\_\_\_  
Name of Associate Broker listed in #1

Associate ☐ Principal ☐ Broker with the following firm:  
(select one)

Firm Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_

\_\_\_\_\_  
Principal Broker's Signature